

**SAN FRANCISCO OIL SPILL
PREVENTION AND RESPONSE PLAN**

**AUGUST 1993
(REVISED JANUARY 2007)**

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ANNEX B - ORGANIZATION

APPENDIX I: PLANNING ORGANIZATION

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The authors of the original 1993 Local Oil Spill plan were:

Richard Lee, MPH, CIH, CSP, Senior Industrial Hygienist, with the Department of Public Health, Bureau of Toxics, Health, & Safety Services (now Bureau of Environmental Health Management), was the main author of this document.

Barbara Cooper, CIH, MSPH, Senior Industrial Hygienist, with the Port of San Francisco, provided information on port resources, staging areas, locations of economic significance, and port contacts.

Roberta Jones Schoenholtz, Regulatory Specialist (Environmental Health and Safety Manager), provided additional information for the Port.

Jim Milestone, Ocean District Ranger, with the Golden Gate National Recreation Area, National Park Service provided information on GGNRA resources and contacts, staging areas and locations of economic significance.

Others contacted on this plan include:

Battalion Chief Frank Cercos, San Francisco Fire Department

Captain Jerry Grey, San Francisco Fire Department

Captain Frank Trainor: San Francisco Fire Department

Carl Hedleston: San Francisco Office of Emergency Services

Frank Schoeber: San Francisco Office of Emergency Services

Gary Davis, Marina Manager, Marina Yacht Harbor

Vic Vista, Chief Stationary Engineer, San Francisco Dept. of Public Works

Rex Bell, Pacific Gas & Electric

Mike Pardee, Calif. Department of Toxic Substances Control, Emergency Response Unit

John Lien, Supervisor, Joint Calif. Coastal Commission/San Francisco Bay Conservation and Development Commission

Don Whitaker, Superintendent of Operations, San Francisco International Airport

Suzanne Hart, Dept. of Public Works, Emergency Management Coordinator

John Busher, Dept. of Public Works, Asst. Superintendent, Bureau of Street Cleaning and Environmental Services

Larry Guardi, Dept. of Electricity, Communications

Jeff Berliner, Associate Industrial Hygienist, OSPR

The 1995 revisions to this plan were drafted by Richard Lee, Roberta Jones, Environmental Manager of the Port, Mike Lalone of GGNRA Public Safety, and Gary Davis.

The 1997 revisions to this plan were drafted by Richard Lee, Tim Felton, Assistant Industrial Hygienist for the Port, and Brian Johnson, Emergency Services Coordinator for GGNRA.

The 1998 revisions to this plan were drafted by Richard Lee, Tim Felton, Assistant Industrial Hygienist for the Port, and Harold Spencer, Emergency Services Coordinator for GGNRA.

The 1999 revisions to this plan were drafted by Richard Lee, Tim Gallagher for the Port, and Harold Spencer, Emergency Services Coordinator for GGNRA.

The 2000 revisions to this plan were drafted by Richard Lee, Tim Gallagher for the Port and Asst. Chief Curtis Troutt of the Presidio Fire Department.

The 2001 revisions to this plan were drafted by Richard Lee, Tim Gallagher for the Port and Asst. Chief Curtis Troutt of the Presidio Fire Department.

The 2002 revisions to this plan were drafted by Richard Lee and Asst. Chief Edmond Moniot of the Presidio Fire Dept. Tim Gallagher reported no changes for the Port.

The 2003 revisions to this plan were drafted by Richard Lee and Tim Gallagher. Asst. Chief Edmond Moniot reported no changes for the National Park Service.

The 2004 revisions to this plan were drafted by Richard Lee. Carol Bach reported that the Port of San Francisco did not have resources to review the plan. Asst. Chief Edmond Moniot reported no changes for the National Park Service.

The 2005-6 revisions to this plan were drafted by Richard Lee and Carol Bach. Asst. Chief Edmond Moniot reported no changes for the National Park Service.

The 2006-7 revisions to this plan were drafted by Richard Lee and Carol Bach from the Port Commission. Asst. Chief Moniot reported no changes for the National Park Service.

APPENDIX II: RESPONSE ORGANIZATION

TAB A: SAN FRANCISCO RESPONSE ORGANIZATIONS

1. Local Response Coordinator

The role of the Local Response Coordinator will be assigned to the Fire Department Chief Officer of Battalion 2. This position is chosen because it is familiar with directing hazardous materials incidents, will maintain this plan, and is available 24 hours a day. The Battalion Chief is located at Engine 36, 109 Oak St. The Local Response Coordinator will have overall responsibility and authority to direct and coordinate the City's response during an oil spill. Before committing resources approval must be received by the Mayor or the Director of the San Francisco Office of Emergency Services. Some of the responsibilities include:

- Crowd and Traffic Control
- Emergency Evacuation
- Beach and Facility Closures (non-GGNRA)
- Fire Suppression
- Mobilization of Local Equipment and Personnel
- Fire and Port Boats

The Local Response Coordinator will report to the State Liaison Officer if the Incident Command System is activated.

2. San Francisco Fire Department

The Fire Department has responsibility for fire suppression and assistance in rescue on marine vessels within the county boundaries within the Bay. They may assist in isolating areas of the spill. In addition, the San Francisco Fire Department has mutual aid agreements with other counties for response to marine vessel fires. The San Francisco Fire Department Fireboats are capable of responding to marine vessel fires within the Golden Gate. The Fireboat Guardian may also be able to respond to a marine vessel fire a little past the Golden Gate.

On land, the Fire Department is responsible for fire suppression, rescue and immediate medical care within the San Francisco boundaries except for areas covered by the Presidio Fire Dept. They may set up a command post.

As first responders they will be responsible for initial identification and notification to Fire Communications of oil spills.

3. San Francisco Fire Department Hazardous Materials Team

The San Francisco Fire Department Hazardous Materials Team (HazMat Team) is responsible for providing an initial hazard assessment of the spill. They may help determine response objectives, establish resource requirements, perform site management, help control release of the oil, perform decontamination and perform START Triage, if needed. The Local Response Coordinator, the Battalion Chief of Battalion 2, is a member of the HazMat Team.

4. San Francisco Department of Public Health Technical Specialist

The Department of Public Health Technical Specialist is responsible for reporting to the Local Response Coordinator, Battalion 2 Chief. The Technical Specialist will be responsible for determining properties of the oil spill by contacting Poison Control Center, Chem-Trec or responsible party. They will provide facility maps, if needed and are available. They provide guidance on personal protective equipment used by local response personnel. They will monitor air toxic contaminant levels, if equipment is available. They will perform necessary notifications. They will assist in determining mitigation strategy. They will help arrange for hazardous waste disposal, if needed. They will provide for clearance for reoccupancy. They will document the oil spill through reports.

5. San Francisco Paramedic Division

The San Francisco Paramedic Division, a division of the SF Fire Department, will report incidents to the Fire Department Communications if they are first responders. They will isolate areas around the oil spill and set barricades, if possible. They will report to the Local Response Coordinator. They will treat uncontaminated or decontaminated victims and/or fire and police personnel as needed. They will communicate with hospital medical personnel to provide guidance on the potential for patient drop-in, decontamination and treatment. They will notify EMS Agency of major incidents. They will coordinate with private ambulance services if Division resources are inadequate.

6. San Francisco Police Department

The San Francisco Police Department will report oil spills to the Fire Department Communications if they are first responders. They will isolate the area around the oil spill and set barricades, if possible. They will report to the Local Response Coordinator. They

will perform evacuation of the public, if needed. They will maintain security for contaminant zones in San Francisco. They may also provide security in GGNRA areas when requested by the National Park Police. They may collect evidence and information on possible violations of laws and regulations.

7. San Francisco Department of Public Works

The San Francisco Department of Public Works will report oil spills to the Fire Department Communications if they are first responders. They will report to the Local Response Coordinator. They will provide backhoes, flatbed or dump trucks, and other equipment needed to mitigate oil spills. They can provide available absorbents. They may be able to transport hazardous waste to temporary storage sites, under the direction of the Department of Public Health. They have mobile command posts available for use.

8. San Francisco Municipal Railway (Dept. of Transportation)

The San Francisco Municipal Railway will be responsible for providing transportation for evacuation and supplies, when needed. Staff will report to the Local Response Coordinator.

9. San Francisco Port Commission

The San Francisco Port Commission will be responsible for reporting oil spills to Fire Department Communications if they are the first responders. Using Port boats, Port staff can assist in making a hazard assessment. They may help determine response objectives and establish resource requirements. They may help in controlling release of the oil. They may place booms around the spill or utilize booms to protect environmentally sensitive or economically significant areas. Port staff will be responsible for providing staging areas and launch sites when needed. They may also be used to provide security for port facilities. They may provide shelters for workers. Port staff will report to the Local Response Coordinator. They will also be responsible for notification of their tenants of oil spills which may impact them.

10. San Francisco Recreation and Parks Department

The Recreation and Parks Department will be responsible for reporting oil spills to the Fire Department as First Responders. They may be asked to provide resources in making a hazard assessment of the spill. They may be able to provide some resources to help mitigate the spill.

11. San Francisco Office of Emergency Services

The San Francisco Office of Emergency Services (SFOES) will be responsible for coordinating local response agencies. Staff may provide assistance in making notifications and service requests to local, state, and federal agencies. SFOES facilities may be utilized for a local command post. The Local Response Coordinator will determine if the Emergency Operations Center will be activated. A representative from this office may initiate a Crisis Action Team to determine the appropriate City response to a spill.

12. California Poison Control Center

The Poison Control Center is responsible for providing chemical and health hazard information to public safety officials and the public. They can also provide information on treatment of injured victims and personnel to medical providers.

13. San Francisco District Attorney's Office

The District Attorney's Office is responsible for providing guidance to the Department of Public Health and the Police Department in collecting evidence for prosecution. They may prosecute hazardous waste and hazardous materials violation cases.

14. San Francisco Emergency Medical Services Agency

The Emergency Medical Services Agency is responsible for coordinating emergency medical services for injured victims or others who may need these services due to the oil spill or related events. They determine what emergency services are available at San Francisco hospitals and provide direction to which hospitals should be utilized.

TAB B: GOLDEN GATE NATIONAL RECREATION AREA RESPONSE ORGANIZATION

1. Local Response Coordinator

The on-duty Assistant Chief (Battalion 11) will serve as the local response coordinator. He/she has overall responsibility to direct and coordinate GGNRA's oil spill response. The on-duty Assistant Chief will report to the San Francisco Local Response Coordinator or the State Liaison Officer if the Incident Command System is activated.

2. U.S Park Police.

The Park Dispatch Center is responsible for notifying the GGNRA Local Response Coordinator, Park Superintendent, Department of Interior Hazardous Waste Official, the U.S. Coast Guard and/or the San Francisco Emergency Dispatch Center of oil spills. The U.S. Park Police is responsible for isolating areas around the spill or setting barricades if needed. They will perform evacuations if needed. They may provide for security of contaminated areas. The USPP and the SFPD may provide mutual aid in areas on and around the affected areas. The USPP may collect evidence and conduct investigations as the situation warrants.

3. Golden Gate National Recreation Area Staff (other)

Other GGNRA staff can provide assistance in conducting hazard assessments. They may conduct assessments from park lands or in park zodiac boats. They may perform rescues with their zodiac boats. Upon request, they may be able to provide an Emergency Operations Center, communications equipment, staging areas, beach access, temporary shelter, temporary hazardous waste sites, berthing sites for marine vessels, and boat launches.

The GGNRA Presidio Fire Department (PFD) provides 24 hour fire, rescue, Advanced Life Support (ALS)EMS and initial hazardous materials response within their jurisdiction. The jurisdiction of the PFD includes the Presidio, the Golden Gate Bridge (and its approaches), Fort Mason, Crissy Field, and Baker Beach. PFD is the first responder for these areas. The SFPD and PFD may provide mutual aid in areas on and around the affected areas.

4. National Oceanic and Atmospheric Agency

This agency may be helpful in acquiring information on tidal action and direction of spill movement.

5. National Maritime Historic Park

This agency has jurisdiction of a small area encompassing Muni Pier and the Hyde Street Pier.

TAB C: OTHER LOCAL RESPONSE AGENCIES

1. American Red Cross (Bay Area)

The American Red Cross will be responsible for setting up mass care shelters, if needed, for evacuees and emergency workers. They may contact the Port Commission to inquire on available spaces. They will provide canteen service for emergency workers, volunteers, and evacuees.

2. Local Emergency Planning Committee (Regional OES)

The Local Emergency Planning Committee, part of the Regional Office of Emergency Service located at Oakland, is responsible for coordinating mutual aid and resources from the Bay Area (Coastal Region). It can also make requests to the State Office of Emergency Services.

3. San Francisco Bay Conservation and Development Commission (BCDC)/California Coastal Commission (CCC)

These agencies are responsible for providing permits to alter coastal or bay locations for handling the oil spill.

TAB D: STATE RESPONSE AGENCIES

1. Department of Fish & Game (Off. of Oil Spill Prevention & Response)

The Department of Fish and Game will be the lead state agency for responding to oil spills. The Office of Oil Spill Prevention may take the role of incident commander for spills in marine waters. They will be responsible for contacting companies or agencies who are capable of mitigating the oil spill. The Department of Fish and Game may take the role of incident commander for spills that occur on land and is off-highway.

2. California Highway Patrol

The California Highway Patrol will be responsible for oil spills that occur on highways. The CHP will take the role of the incident commander on highway oil spills. They can provide traffic control and closure of highways, when needed. They enforce Code of Federal Regulations 49 and hazardous waste transportation regulations.

3. CAL-TRANS

CAL-TRANS is responsible for identification, containment, cleanup, salvage and disposal of materials on highways. CAL-TRANS contacts the SFFD when immediate assistance, not available from existing contractors, is needed.

4. CAL-OSHA

CAL-OSHA is responsible for enforcing safety and health regulations. They may provide guidance for requirements for personal protection and training.

5. Office of Emergency Services

The State Office of Emergency Services is responsible for receiving reports of oil spills. They will be responsible for making notifications to applicable state agencies. They may help arrange for mutual aid. They may provide funding for mitigation of spills, when contacted before the mitigation is started.

6. Department of Toxic Substance Control

The Department of Toxic Substance Control is responsible for receiving reports of oil spills from hazardous waste tank system releases and secondary containment releases. They provide permits for temporary hazardous waste sites.

7. Regional Water Quality Control Board

The Regional Water Quality Control Board receives reports of actual and/or potential contamination of water resources.

8. California Division of Oil and Gas

The California of Division of Oil and Gas is responsible for receiving reports of spills at fixed facilities.

9. State Fire Marshal

The State Fire Marshal is responsible for receiving reports on oil spills from pipelines.

TAB E: FEDERAL RESPONSE AGENCIES

1. U.S. Coast Guard

The U.S. Coast Guard is responsible, in many cases, of being the overall incident commander of oil spills that impact marine or bay waters, or other hazardous materials spills that may impact on marine or bay waters. They may activate their command center at Coast Guard Island, Alameda. They receive reports of all oil spills. They provide agency resources to mitigate spill or contact contractors to mitigate spills. They have a Strike Team available to respond to spills. They provide guidance on adequacy of cleanup. They also enforce federal hazardous materials regulations.

2. U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency is responsible for receiving calls on oil spills. For oil spills which occur on land, they may take responsibility of being overall incident commander, if they determine the incident should be federalized. The agency provides On-Scene- Coordinators (OSCs) and Technical Assistance Team (TAT) response personnel. They can provide funding for mitigation and cleanup of hazardous materials incidents.

3. National Response Center

The National Response Center is responsible for receiving reports on spills that exceed Code of Federal Regulations (CFR) 49 reporting requirements. They contact local federal agencies to provide assistance.

4. Chem-Trec

Chem-Trec is responsible for providing information on chemicals, hazardous materials, and specific products.

APPENDIX III: INCIDENT RESPONSE PROVISIONS

TAB A: AGENCY NOTIFICATION

1. San Francisco Response Organization Notification

Initial reports of oil spills which may impact San Francisco from private citizens or First Responders (trained public safety officers) will be sent to 911 (Emergency). Calls will be routed to Fire Department Communications. Alternatively, Fire Department Communications can be contacted by calling (415) 558-3291 or 558-3268.

Fire Department will call Battalion 2 (Station 36, Hazardous Materials Unit) to report the oil spill. The Battalion Chief of Battalion 2 will be the Local Response Coordinator for San Francisco. The Local Response Coordinator is available as the 24 hour contact point for oil spills. The Local Response coordinator will serve as the local government representative for the State Incident Commander. As of January 2007, the following members of the San Francisco Fire Department are assigned as the Battalion Chief for Battalion 2 and would serve as the Local Response Coordinator:

- a. Battalion Chief Kevin Burke
- b. Battalion Chief Tony Soule
- c. Battalion Chief Bob Imbellino
- d. Battalion Chief Pat Gardner (swing)

Address: San Francisco Fire Department
698 2nd St.
San Francisco, CA 94107

Based on the nature of the spill the Local Response Coordinator will notify and authorize the services of the following San Francisco Response Agencies:

a. San Francisco Fire Department (Fire Department Radio or phone: 558-3268 or 558-3291).

Address: As above

b. San Francisco Fire Department Hazardous Materials Team (Fire Department Radio or phone 558-3236. The Hazardous Materials Team is located at Station 36, 109 Oak). As of January 2007, the following officers are assigned to Engine 36:

- i. Acting Captain Jerry Scullion
- ii. Lieutenant John Hickey
- iii. Lieutenant Tony Martinez
- iv. Lieutenant Felix Duag (swing)

Address: As above

c. San Francisco Department of Public Health Technical Specialist.

The Technical Specialists are automatically called whenever the Fire Department Hazardous Materials Team is notified. They can be reached by calling Fire Department Communications. Alternatively, they can be reached by calling 415-252-3855. As of December 2006 the following personnel are assigned to be technical specialists:

- i. Richard Lee, Sr. Industrial Hygienist - ph. 252-3992
- ii. Les Lum, Sr. Environmental Health Inspector – ph. 252-3915
- iii. Steve Low, Sr. Environmental Health Inspector – ph. 252-3977
- iv. Henry Louie, Sr. Environmental Health Insp. – ph. 252-3980

Address: Environmental Health Management Section
1390 Market St., Suite 210
San Francisco, CA 94102
ph. 252-3800

d. San Francisco Paramedic Division

The Paramedic Division can be reached through 911 (Emergency). There is no specific staff contact for oil spills.

Address: San Francisco Fire Dept.
698 2nd St.
San Francisco, CA 94107

e. San Francisco Police Department

The Police Department can be reached through 911 (Emergency). There is no specific staff contact for oil spills.

Address: Hall of Justice
850 Bryant St.
San Francisco, CA.
phone: 575-0737

f. San Francisco Department of Public Works

The Department of Public Works can be reached by calling (415) 695-2020 (24 hrs.). There is no specific staff contact for oil spills.

Address: City Hall
San Francisco, CA 94104

g. San Francisco Municipal Railway

The Municipal Railway can be reached by calling (415) 759-4321. There is no specific contact for oil spills.

Address: 949 Presidio
San Francisco, CA

h. San Francisco Port Commission

The San Francisco Port Commission has assigned the following staff to serve as the point of contact for the port:

A. Sidonie Sansom, Deputy Director of Homeland Security

This point of contact will be authorized to provide Port staff, services and equipment to assist in mitigating oil spills. The Port representative can be reached by calling (415) 274-0400; 24 hours

Address: San Francisco Port Commission
Pier 1

San Francisco, CA 94111

i. San Francisco Recreation and Parks Department, Marina Yacht Harbor.

The manager of the yacht harbor or his assistant can be reached 24 hrs a day at (415)292-2013 or (cell 415-819-2696).

Address: Marina Yacht Harbor
3950 Scott St.
San Francisco, CA 94123

j. San Francisco Office of Emergency Services

The Director of the Office of Emergency Services can be reached by calling the San Francisco Fire Department. The Director will be paged by the Fire Department. The phone number during normal working hours is (415) 558-2700; 24 hrs. duty officer – 866-298-4515.

Address: 1011 Turk
San Francisco, CA

k. California Poison Control Center

The Poison Control Center can be reached by calling 800-876-4766. The Center is manned 24 hrs.

Address: Poison Control Center
 San Francisco General Hospital
 1001 Potrero Ave.
 San Francisco, CA 94110

I. San Francisco District Attorney's Office

The District Attorney's Office can be reached by calling (415)552-6400. The District Attorney Investigator handling hazardous waste investigations is Pat Tobin. He can be reached at 553-1638.

Address: 732 Brannan
 San Francisco, CA

m. San Francisco Emergency Medical Services Agency

The Emergency Medical Services Agency can be reached by calling (415)355-2600.

Address: 68 12th St.
 San Francisco, CA 94102

2. Golden Gate National Recreation Area Response Organization Notification

Initial notification of oil spills from staff, First Responders, San Francisco Fire Department, or other agencies which may impact GGNRA will be made to the Park Communications Center (415)561-5656, Park Communications Center will then notify the Presidio Fire Dept.

The address for all staff of the GGNRA is:
National Park Service
Golden Gate National Recreation Area
Fort Mason, Bldg. 201
San Francisco, CA 94123

GGNRA has general emergency guidelines following an Incident Command System that is used for all emergencies including oil spills. U.S. Department of Interior requires the National Park Service to follow the steps described below:

1. When an oil spill is discovered on park lands, the Park Superintendent's Office is contacted immediately. The Superintendent's phone number is (415)561-4722.

2. The U.S. Coast Guard's National Emergency Oil Spill Office is contacted immediately at (800) 424-8802. A brief description of the oil spill event size, volume and incident is described and an incident number is assigned to the event. The Coast Guard's Station Golden Gate contact number is (415) 331-2418.

3. U.S. Department of Interior Hazardous Waste Official is notified. The official oversees all oil spills involving National Park Service oil spill events. Contact Regional Environmental Officer, Patricia Port at (415) 744-4090.

4. The Department of Interior Hazardous Waste Coordinator will work with the U.S. Coast Guard and contact necessary contractors to facilitate immediate containment.

GGNRA may also notify the following agencies:

A. National Oceanic and Atmospheric Agency (local office), contact Ed Ueber at 415-561-6622

B. National Maritime Historic Park, contact Superintendent Kate Richardson at (415)-561-7000

3. Other Local Response Agencies Notification

a. American Red Cross (Golden Gate Chapter)

The American Red Cross can be notified by calling (415)427-8000 (24 hrs.).

The address is:

85 2nd St.

San Francisco, CA

b. Local Emergency Planning Committee (Coast Region)

The Local Emergency Planning Committee can be notified by calling (510) 286-6745 (OES Hazardous Materials Specialist).

Their address is:

Office of Emergency Services

1300 Clay St, Suite 400

Oakland, CA 94612

4. State Response Agencies Notification

a. Office of Emergency Services (OES) (800) 852-7550.

The following agencies do not have to be notified by the local government since they will be notified by the OES, via the Warning Center:

b. California Coastal Commission /Bay Area Conservation and Development Commission (CCC/BCDC) (415)904-5200 or (415) 904-5240

- c. **Department of Fish and Game /Office of Oil Spill Prevention and Response** (916)445-0045 (24hrs.)
- d. **Regional Water Quality Control Board, Region 2** (510) 622-2300
- e. **California Department of Forestry (CDF)** (916) 653-5373 or (916) 653-8362
- f. **State Fire Marshal (SFM)** (916) 262-2010 or (800) 852 -7550
- g. **Department of Conservation, Division of Oil and Gas (DOG)** (916) 324-2555
- h. **CAL-EPA, Department of Toxic Substances Control** (800) 698-6942
- i. **Department of Parks and Recreation (DPR)** (650) 726-8800
- j. **Department of Conservation (CCC)** (916) 262-1842
- k. **CAL-OSHA, San Francisco Office** (415)703-5210
- l. **California Highway Patrol, 911 (Emergency) or for Hazardous Waste Investigation.** (916)657-7261
- m. **State Lands Commission** (707) 649-4732 or (800)852-7550

5. Federal Response Agencies Notifications

- a. **National Response Center** (800)424-8802
- b. **U.S. Coast Guard, Marine Safety Office, San Francisco** (415)399-3300, or (415)399-3547
- c. **Environmental Protection Agency, Region IX, spill phone** (800) 300-2193 (also can reach National Response Center)
- d. **Chem-Trec, (800)424-9300**

Other Federal agencies that may be contacted:

e. Department of Interior, Minerals Management Service, (213)894-2050

f. U.S. Fish and Wildlife Service (916)978-5603

g. U.S. Army Corps of Engineers (916)551-2526 or (415) 744-3404

TAB B: EMERGENCY NOTIFICATION INFORMATION

As soon as an oil discharge is known, the Local Response Coordinator is to make the necessary notification to the relevant agencies and organizations on the notification list depending on the nature and location of the spill. The Local Response Coordinator should provide enough information for the contact persons to be prepared for response operations specific to the spill and to respond in a timely manner. This information should be reported, if known, to the appropriate agencies/response personnel on the contact list and would include, but not limited to, the following:

1. Caller's name, position, and phone number to call back for more information; location of the spill
2. Location of the spill
3. Date and time of the spill
4. Type of material
5. Estimated size of the spill
6. Status of the spill and response actions that have been taken (abatement /control measures)
7. Source and cause of the spill
8. Potential public health and safety issues and environmental damages
9. Weather and seastate conditions
10. Immediate needs and proper precautions to take at the spill site
11. Name of the Potential Responsible Party (PRP) and phone number, if known
12. Other agencies or response personnel that have already been notified of the spill

TAB C: RESPONSIBILITY FOR NOTIFICATION

1. San Francisco Agency

As stated in section A, 1; the Local Response Coordinator for the City will be the on-duty Fire Department Battalion 2. The current personnel serving in this position is listed in section A, 1. If the City is the first local agency notified of the spill, the City Local Response Coordinator will be responsible for making the necessary notifications to local, state, and federal agencies. The DPH Technical Consultant can assist him in making these notifications. He will also contact the GGNRA, if the spill may affect GGNRA locations or GGNRA resources are needed.

2. Golden Gate National Recreation Area

. If GGNRA is the first local agency notified of the spill, the GGNRA will be responsible for making the necessary notifications to local, state and federal agencies. The GGNRA will also notify the San Francisco Fire Department (Local Response Coordinator) if the oil spill may impact the City or if City resources are needed.

TAB D: COORDINATION OF INCIDENT RESPONSE

1. Lead Authority

As specified by the California Code of Regulations (CCR) section 8552.62 (a) (2) (A):

The Administrator (Department of Fish and Game), in consultation with other state agencies and the local government's representatives on the Unified Incident Command team, has the lead state authority and responsibility for overseeing oil spill response and clean up activities in marine waters, identification of natural resources, protection priorities and damage assessment after an oil spill.

In the event of an oil spill in marine waters, the Department of Fish and Game shall conduct an initial on-scene assessment of the spill and review the measures being taken by the responsible party and determine the appropriate level of response.

The State Incident Commander, in consultation with the local government response coordinator designated as the representative on the Unified Incident Command Team, and if applicable, through joint conference with the Federal On-Scene Coordinator, shall determine the nature of the local government support needed, and how local government resources identified in the local spill contingency plan element may be employed most effectively. If appropriate, a Unified Command shall be established. If local government assistance is needed, the State Incident Commander, through the Unified Command, or the designated State Liaison Officer shall coordinate with the local response coordinator identified in the local oil spill contingency plan element in order to obtain such local assistance.

The Oil Pollution Act of 1990 designated the U.S. Coast Guard as the Federal On-Scene Coordinator (FOSC) for marine spills. The FOSC is designated as having the ultimate responsibility related to directing oil spill response objectives and strategies. The State of California, represented by the OSPR has entered into a Memorandum of Understanding with the U.S. Coast Guard to form a Unified Command for oil spill response. The Unified Command, incorporating local government, will direct the tactical and strategic response to an oil spill with a unified position to insure clear direction to the responsible party and fulfillment of State, Local and Federal responsibilities.

2. Incident Command System

In case of a major oil spill, as like other hazardous materials spills, the Incident Command System (ICS) will be utilized as a structure for managing the incident. This is required by Code of Federal Regulations 1910.120 and California Code of Regulations, Title 8, Section 5192.

Description of the ICS components, and the components for an oil spill have been included in the enclosed document: "Response Organization".

3. San Francisco Point(s) of Contact

The Local Response Coordinator for San Francisco agencies will report to the State Liaison Officer or, if none exists, to the Unified Command.

The Incident Commander of the oil spill may establish a multi-agency coordination group (MAC group) which shall consist of the individuals with authority to commit or request resources for their respective city departments, agencies or jurisdictions. The State Liaison Office may request agency representative(s) from San Francisco to become a part of the MAC group. The Local Response Coordinator will appoint the San Francisco representative for the MAC Group.

The MAC group shall:

- 1) Carry out its functions by meeting or establishing telecommunication among MAC Group members.
- 2) Share incident status information and resource availability.
- 3) Provide consensus decisions regarding prioritization of multiple incidents.
- 4) Make consensus decisions on resources allocation based on incident prioritization.
- 5) Communicate its decisions back to disciplines, agencies, and jurisdictions through existing lines of communication.

The responsibilities of Agency Representatives are listed in Appendix K, MOU between OSPR and the City.

4. GGNRA Point of Contact

The Presidio Fire Dept. will send a representative to the Local Response Coordinator for the San Francisco Command or to the State Liaison Officer.

ANNEX B ORGANIZATION

APPENDIX II RESPONSE ORGANIZATION

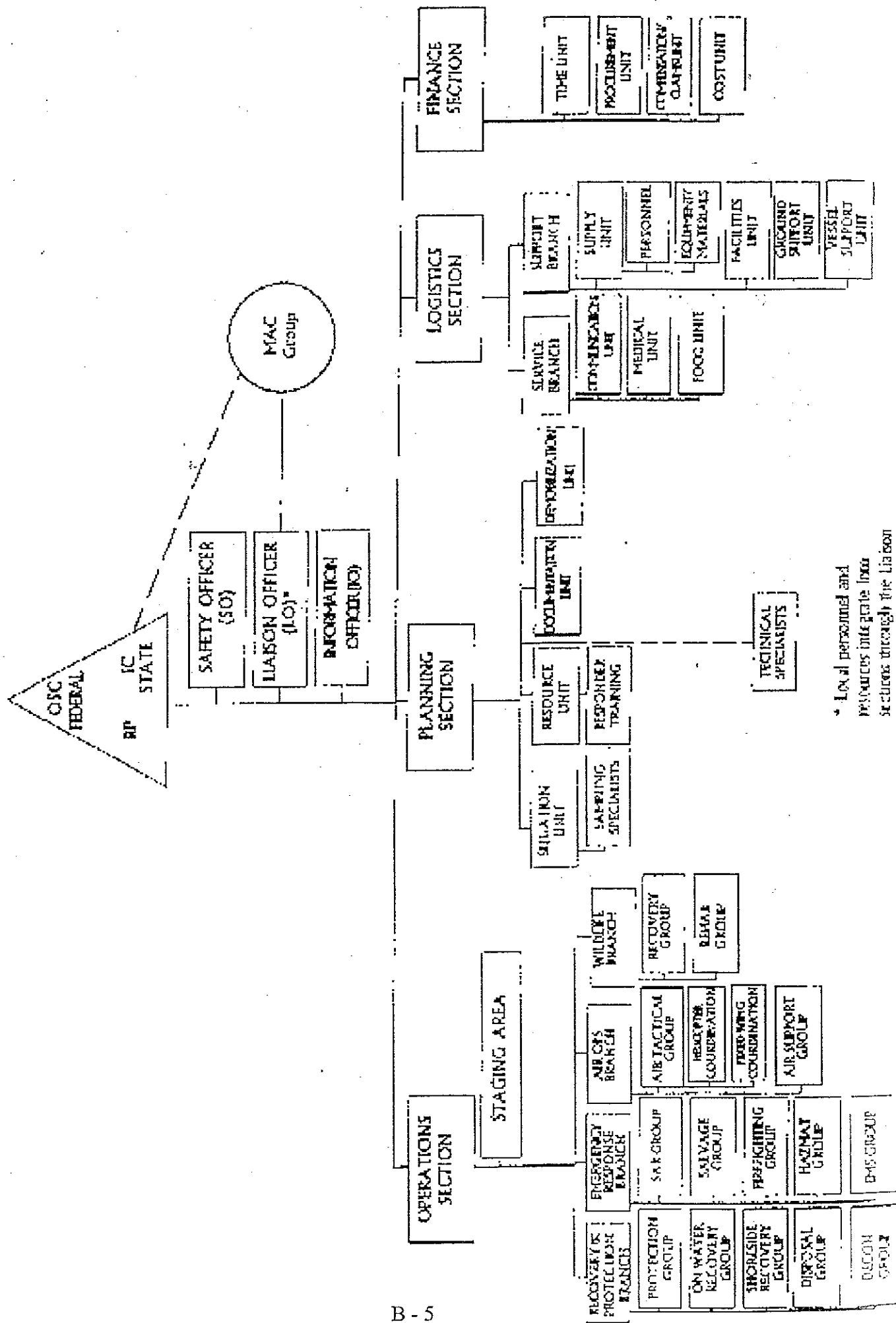
Purpose: The Unified Command provides the response management organization capable of anticipating and responding to pollution response emergencies. The primary goal is for all responding agencies to work together to achieve a single, unified response.

Background: Unified Command is based on the Incident Command System (ICS) and is intended to provide a "common ground" to jointly coordinate command and control for a large number of response agencies. The Unified Command is intended to bring together continuous decision making input from every cooperating and assisting response organization: City, County, State, Federal and the commercial community. This document alone will not serve as an implementable response management system. This Annex only represents a distillation of the entire doctrine presented by the Incident Command System, as a subsystem of the National Interagency Incident Management System (NIIMS). To effectively and efficiently implement ICS, the remaining subsystems of NIIMS must also be implemented. These remaining subsystems include: Training, Qualification Program, Publication Management, and Supporting Technology.

Responsibilities: Each responding agency is responsible to participate in the Unified Command at the appropriate action level. The Unified Command develops an Incident Action Plan (IAP) for a specified operational period. This IAP is based on the goals and objectives developed by the members of the Unified Command, which is as a result of proactive consensus building in anticipation of response requirements. Liaison and direct communication between key response decision makers must be an integral and continuous part of the emergency response process. Each participating agency retains its own organizational identity, chain of command, and direct control of personnel and resource tasking. Tasking is coordinated and documented for a specific operational period in the IAP.

Organization: Tabs A through F of this Appendix detail the functional division of labor of the planned organizational structure outline by ICS. Paragraphs that are bold italicized type are organizational elements that have been either subdivided from the list of responsibilities of the preceding unit and/or serve as examples of how the Operations Section and Technical Specialists could be formed for an oil spill. The Unified Command, Command Staff, and each of the Section Chiefs in Planning, Operations, Logistics, and Finance are tasked with proactively evaluating organizational requirements and recommending changes, growth, or demobilization of the organization to anticipate incident specific needs. A Field Operation Guide (FOG), ICS 420-1(OIL) is available for use as a job aid to assist responders in implementing the response organization. The FOG provides generally the same information as this Appendix, in a pocket size format.

Unified Command Structure / Incident Command System for Oil Spill Clean-up



TAB B COMMAND STAFF

1. The Command Staff includes:

- a. Information Officer
- b. Safety Officer
- c. Liaison Officer

2. INFORMATION OFFICER: The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations as appropriate. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multijurisdictional incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Establish a single information center. (This may be called the Joint Information Center (JIC)).
- b. Contact the jurisdictional agencies to coordinate public information activities.
- c. Establish information collection requirements.
- d. Prepare initial information summary as soon as possible after arrival.
- e. Observe constraints on the release of information imposed by Incident Command.
- f. Obtain approval for release of information from Incident Command.
- g. Prepare and disseminate news releases.
- i. Attend meetings to update information releases.
- j. Arrange for meetings between media and incident personnel.
- k. Provide escort service and protective clothing to media personnel/VIPs.
- l. Respond to special requests for information.
- m. Obtain media information that may be useful to incident planning.
- n. Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to incident personnel.
- o. Resolve conflicting information and bring media concerns to the Unified Command.

3. SAFETY OFFICER: The Safety Officer is responsible for identifying and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

- a. Identify hazardous or unsafe situations associated with the incident.
- b. Ensure the preparation and implementation of the Site Safety Plan.
- c. Review the IAP for safety implications.
- d. Exercise emergency authority to stop and prevent unsafe acts.
- e. Review and approve the Medical Plan.

4. LIAISON OFFICER: The Liaison Officer is the point of contact for personnel assigned to the incident from assisting or cooperating agencies.

- a. Provide a centralized point of contact for assisting/cooperating Agency Representatives.
- b. Identify Agency Representatives from each agency including communications link and location.

- a. Implement tactical operations in accordance with the IAP for division and/or group.
- b. Identify geographic areas or functions assigned to the divisions or groups.
- c. Review Site Safety Plan, assignments, and incident activities with subordinates and assign tasks.
- d. Insure the Resource Unit or incident communications is advised of all changes in status of resources assigned to the division/group.
- e. Coordinate activities with other divisions/groups.
- f. Submit situation and resource status reports to Branch Director or Operations Section Chief.
- g. Report special occurrences or events such as accidents or sickness to the immediate supervisor.
- h. Resolve conflicts within the division/group.
- i. Participate in the development of branch plans for the next operational period.

5. **TEAM/TASK FORCE LEADER:** The Team/Task Force Leader reports to a Division or Group supervisor and is responsible for accomplishing the tactical assignments of the Team/Task Force. The Leader directly manages the Team/Task Force and reports work progress, resource status, and other important information to the Division/Group supervisor, and maintains work records on assigned personnel.

- a. Review Site Safety Plan and assignments with subordinates and assign tasks.
- b. Monitor work progress and make changes when necessary.
- c. Coordinate activities with other Teams/Task Forces, and single resources.
- d. Submit situation and resource status information to Division/Group.

6. **AIR OPERATIONS BRANCH DIRECTOR:** The Air Operations Branch Director is responsible the safety of aircraft operations involved in response operations, and for preparing the air operations assignments for the IAP. Air operations planning will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the IAP is approved, the Air Operations Branch Director is responsible for implementing its strategic assignments that relate to the overall incident strategy as opposed to those that pertain to specific tactical operations. Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating in response to the incident.

- a. Organize preliminary air operations.
- b. Request declaration or cancellation of restricted air space area.
- c. Participate in planning meetings and the preparation of the IAP.
- d. Perform operational planning for air operations.
- e. Prepare and provide Air Operations Summary Worksheet to the air support group and fixed wing bases.
- f. Determine coordination procedures for use by air organization with ground branches, divisions, or groups.
- g. Coordinate with Operations Section personnel.
- h. Supervise all air operations activities associated with the incident.
- i. Establish procedures for emergency reassignment of aircraft.
- j. Schedule approved flights of non-incident aircraft in the restricted air space area.
- k. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- l. Resolve conflicts concerning non-incident aircraft.
- m. Update air operations plans.
- n. Report the Operations Section Chief on air operations activities.
- o. Arrange for accident investigation team when warranted.

11. **RECOVERY AND PROTECTION BRANCH DIRECTOR:** The Recovery and Protection Branch Director is responsible for overseeing and implementing the protection, containment and cleanup activities established in the IAP. The Recovery and Protection Branch Director reports to the Operations Section Chief.

- a. Develop Operations portion of the IAP.
- b. Brief and assign operations personnel in accordance with the IAP.
- c. Supervise operations.
- d. Determine needs and request additional resources.
- e. Assemble and disassemble teams assigned to Operations Section.
- f. Report information about special activities, events, the situation, and the status of resources to the Operations Section Chief.
- g. Review the suggested list of resources to be released and initiate recommendations for the release of resources.

12. **PROTECTION GROUP SUPERVISOR:** The Protection Group Supervisor is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces, and single resources.

- a. Implement Protection Strategies assigned in the IAP.
- b. Direct, coordinate and assess effectiveness of protection actions.
- c. Modify protective actions as required by conditions on scene and inform the Recovery and Protection Branch Director of modifications required.

13. **ON WATER RECOVERY GROUP SUPERVISOR:** The On Water Recovery Group Supervisor is responsible for managing on water recovery operations as assigned in the IAP. The On Water Recovery Group may be further divided into teams, task forces, and single resources.

- a. Implement Recovery Strategies assigned in the IAP.
- b. Direct, coordinate, and assess effectiveness of recovery actions.
- c. Modify recovery actions as required by conditions on scene and inform the Recovery and Protection Branch Director of modifications required.

14. **SHORESIDE RECOVERY GROUP SUPERVISOR:** The Shoreside Recovery Group Supervisor is responsible for managing shoreside cleanup operations as assigned in the IAP. The Shoreside Recovery Group may be further divided into teams, task forces, and single resources.

- a. Implement recovery strategies assigned in the IAP.
- b. Direct, coordinate, and assess the effectiveness of recovery actions.
- c. Modify shoreside recovery actions as required by conditions on scene and report modifications to the Recovery and Protection Branch Director.

15. **DISPOSAL GROUP SUPERVISOR:** The Disposal Group Supervisor is responsible for coordinating the on site activities of personnel assigned to collecting, storing, transporting, and disposing waste materials. The Disposal Group may be further subdivided into teams, task forces, and single resources.

- a. Implement disposal actions assigned in the IAP.
- b. Ensure compliance with all hazardous waste laws and regulations.
- c. Maintain accurate records of recovered material.

22. **MEDICAL GROUP (EMS) SUPERVISOR:** The Medical Group Supervisor is responsible for coordinating and directing emergency medical services (EMS) related to the incident.

- a. Prioritize EMS responses related to the incident.
- b. Direct and coordinate EMS responses.
- c. Manage dedicated EMS Group resources.

23. **WILDLIFE BRANCH DIRECTOR:** The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses. The Wildlife Branch coordinates early aerial and ground reconnaissance of the wildlife at the incident site and reports survey result to the Situation Unit; employs wildlife hazing measures as authorized in the IAP; and supervises the rescue and rehabilitation of impacted wildlife. A central wildlife processing center should be identified and maintained for: triage, evidence tagging, transportation, veterinary services, treatment, rehabilitation, storage, and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, shall be overseen and coordinated by the Wildlife Branch Director.

- a. Develop Wildlife Branch sections of the IAP.
- b. Designate and coordinate the establishment of Wildlife treatment centers and field processing stations.
- c. Supervise and direct Wildlife Branch operations.
- d. Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
- e. Review suggested list of resources to be released and initiate recommendations for the release of resources.

24. **WILDLIFE RESCUE GROUP SUPERVISOR:** The Wildlife Rescue Group Supervisor is responsible for coordinating the search, collection, field tagging, and transportation to triage centers of both live and dead impacted wildlife. The Wildlife Rescue Group coordinates with the Situation Unit to conduct aerial and ground surveys of wildlife populations in the incident area. The Wildlife Recovery Group is also responsible for deploying and maintaining acoustic and visual hazing equipment as needed.

- a. Implement Wildlife Rescue and Hazing sections of the IAP.
- b. Establish and implement protocols for collection and logging of impacted wildlife.
- c. Coordinate triage and transportation of wildlife to processing stations.

25. **WILDLIFE REHABILITATION GROUP SUPERVISOR:** The Rehabilitation Group Supervisor is responsible for receiving oiled wildlife at field processing centers, providing immediate care, recording essential information, collecting necessary samples, and completing triage, stabilization, treatment, transport, and rehabilitation of impacted wildlife. The Wildlife Rehabilitation Group coordinates transportation to treatment centers for wildlife requiring extended care and treatment.

- a. Coordinate the designation and establishment of field processing station for impacted wildlife.
- b. Process impacted wildlife and maintain logs.
- c. Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch Director.
- d. Coordinate transportation of wildlife to extended care treatment centers.
- e. Coordinate the release of recovered wildlife.
- f. Coordinate the storage, documentation and disposition of deceased wildlife.

3. **RESOURCE UNIT LEADER:** The Resource Unit Leader is responsible for maintaining the status of all resources (primary and support) at an incident. The Resource Unit develops, implements, and maintains a master list of all resources, including check-in, status, current location, and contact information. The Resource Unit provides resource status information for the IAP and is directly responsible to compile, copy and distribute the IAP, in coordination with all ICS organizational elements.

- a. Establish check-in function at incident locations and disseminate the list of check-in location to all assisting agencies.
- b. Provide resource status information and coordinate the maintenance of incident displays and status boards with the Situation Unit.
- c. Establish contacts with incident facilities to maintain current information on the status of resources.
- d. Gather, post, and maintain incident resource status.
- e. Maintain master roster of all resources checked-in at the incident.
- f. Prepare Organizational Assignment List (ICS 203) and Organization Chart (ICS 207).
- g. Provide resource status reports to authorized requesters.

4. **DOCUMENTATION UNIT LEADER:** The Documentation Unit Leader is responsible for the collection and maintenance of accurate, up-to-date incident files. Examples of incident documentation include: IAP, incident reports, communications logs, situation status reports, POLREPS, faxes, and unit logs. Documentation is essential to post-incident analysis and must be maintained and safeguarded throughout the incident. Coordination with all ICS organizational elements is required for complete documentation. The Documentation unit shall ensure that all ICS elements are maintaining and providing appropriate documentation. Incident files shall be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

- a. Establish, organize, and maintain incident files.
- b. Establish duplication and copying service and respond to requests for copying support.
- c. File copies of all official forms, reports, and records.
- d. Check on the accuracy and completeness of records submitted for documentation and correct errors or omissions by coordinating with appropriate ICS elements.
- e. Provide copies of incident documentation to authorized requesters.

5. **DEMOBILIZATION UNIT LEADER:** The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan and assisting each organizational element ensure the orderly, safe, and cost effective demobilization of personnel and equipment.

- a. Review incident resource status records to determine probable size and scope of demobilization effort.
- b. Evaluate logistics and transportation capabilities required to support demobilization.
- c. Prepare and obtain approval of Demobilization Plan, including required decontamination procedures.
- d. Distribute Demobilization Plan to each processing point.
- e. Ensure that all organizational elements understand their responsibilities assigned in the Demobilization Plan.
- f. Monitor implementation and assist in the coordination of the Demobilization Plan.
- g. Coordinate resource status information with Resource Unit.

10. **SAMPLING SPECIALISTS:** The Sampling Specialists are responsible to provide a sampling plan for the coordinated collection, documentation, storage, transportation, and submittal to appropriate laboratories for the analysis or storage of samples collected at spill sites.

- a. Meet with Planning Section to develop initial sampling plan and strategy and review sampling and labeling procedures.
- b. Identify and alert appropriate laboratories.
- c. Set up site map to monitor location of samples collected and coordinate with GIS staff.
- d. Coordinate sampling activities with Scientific Support Coordinator, NRDA Representative, Investigation Team, and legal advisors.
- e. Provide sampling status reports to authorized requesters.

11. **DISPOSAL (WASTE MANAGEMENT) SPECIALISTS:** The Disposal (Waste Management) Specialists are responsible for providing the Planning Section Chief with a Disposal Plan that details the collection, sampling, monitoring, temporary storage, transportation, treatment, recycling and disposal of all anticipated response wastes.

- a. Develop a Pre-Cleanup plan to remove debris before an area is impacted by oil, and monitor pre-cleanup operations.
- b. Develop a detailed Waste Management Plan.
- c. Calculate and verify the volume of petroleum recovered, including petroleum collected with sediment, sand, debris, or other materials.
- d. Coordinate implementation of the Waste Management Plan with all of the organizational elements, particularly the Disposal Unit.
- e. Ensure proper management of oiled wildlife/carcasses in coordination with the Wildlife Rescue Unit and the Natural Resources Damage Assessment team.
- f. Provide disposal status reports to authorized requesters.

12. **ALTERNATIVE RESPONSE TECHNOLOGY (ART) SPECIALISTS:** The Alternative Response Technology Specialists are responsible for evaluating the opportunities to use ART, including dispersants or other chemical counter measures, in situ burning, and bioremediation. The ART specialists will conduct the consultation and planning to deploy a specific ART, and articulate the environmental trade-offs of using or not using a specific ART.

- a. Gather data pertaining to the spill including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea conditions, and resources at risk.
- b. Identify available ARTs that may be effective on the specific spilled petroleum.
- c. Make initial notification to all agencies that have authority over the use of ARTs.
- d. Keep the Unified Command and Scientific Support Coordinator informed of ART issues.
- e. Provide ART status reports to authorized requesters.

13. **RESPONDER TRAINING SPECIALISTS:** The Responder Training Specialists ensures development and implementation of training plans, monitors operational procedures, and evaluates training needs.

- a. Develop responder training plans and review proposed training assignments.
- b. Coordinate status of trainees with the Resource Unit.
- c. Evaluate the need for 4 hour HAZWOPER training for convergent volunteers.
- d. Monitor operational procedures and evaluate training needs.
- e. Provide training status reports to authorized requesters.

TAB E GENERAL STAFF: LOGISTICS SECTION

1. **LOGISTICS SECTION CHIEF:** The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

- a. Plan, activate, and manage the organization of the Logistics Section.
- b. Assemble and brief Branch Directors and Unit Leaders.
- c. Provide Logistics Section staffing and watch list to Resource Unit.
- d. Participate in preparation of the IAP.
- e. Identify facilities, services, and support requirements for planned and expected operations.
- f. Provide input to and review Communications Plan, Medical Plan, and Traffic Plan.
- g. Coordinate and process requests for additional resources.
- h. Review IAP and anticipate Logistics Section needs for the next operational period.
- i. Advise on current and anticipated service and support capabilities.
- j. Ensure general welfare and safety of Logistics Section personnel.

2. **SERVICE BRANCH DIRECTOR:** The Service Branch Director is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operation of the Communications, Medical, and Food Units.

- a. Determine the level of services required to support incident operations.
- b. Organize and manage assignments for Service Branch Units.

3. **COMMUNICATIONS UNIT LEADER:** The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.

- a. Prepare and implement the Incident Communications Plan (ICS 205).
- b. Ensure the Incident Communications Center and Message Center are established.
- c. Set up telephones and public address systems.
- d. Establish appropriate communications distribution and maintenance locations.
- e. Ensure communications systems are installed and tested and respond to communications trouble reports.
- f. Ensure an equipment accountability system is established.
- g. Ensure personal portable radio equipment is distributed per Communications Plan.
- h. Provide Technical Information as required on:
 - Adequacy of communications systems currently in operation;
 - Geographic limitations on communications systems;
 - Equipment capabilities;
 - Amount and types of equipment available; - Anticipated problems in the use of communications equipment.

4. **MEDICAL UNIT LEADER:** The Medical Unit Leader is responsible for the development of the Medical Emergency Plan, obtains medical aid and transportation for injured or ill incident personnel, and prepares medical reports and records for the incident. The Medical Unit may also assist Operations in

- h. Coordinate service of reusable equipment.

8. **PERSONNEL MANAGER:** The Personnel Manager coordinates and documents ordering and assignment of personnel to meet incident requirements. The Personnel Manager processes requests for additional personnel and paperwork for arriving employees; plans, documents, coordinates in-briefings, and accounts for response assignments for individuals, agencies, teams, and commercial resources. The Personnel Manager coordinates with the Resource Unit to track the status and processing of incident personnel assignments, including emergency response workers; and identifies resources needed to support the use of volunteers.

- a. Coordinate with Resource Status Unit to document status and assignments of incident personnel.
- b. Respond to and process requests for additional personnel.
- c. Process all arriving employees.
- d. Coordinate initial in-briefings, including initial safety briefings for all arriving personnel.
- e. Document and account for incident assignments for individuals, agencies, teams, and commercial resources.
- f. Coordinate resources needed to support the processing and assignment of volunteers.

12. **TRANSPORTATION MANAGER:** The Transportation Manager is responsible to coordinate transportation services for incident personnel, equipment, and supplies. The Transportation Manager is the central coordinating point for incident transportation requirements and may coordinate transportation using all available methods, including ground, water, and air. The Transportation Manager is responsible to match transportation needs with available modes of transportation.

- a. Coordinate incident transportation needs with sources and methods of transportation.
- b. Maintain a prioritized list of transportation needs and coordinate transportation schedules and assignments.
- c. Coordinate land transportation assignments with the Ground Transportation Unit.
- d. Coordinate vessel transportation requirements with the Operations Section or other sources of vessel transportation.
- e. Coordinate air transportation assignments with the Air Operations Branch or other sources of air transportation.

TAB F GENERAL STAFF: FINANCE SECTION

1. **FINANCE SECTION CHIEF:** The Finance Section Chief is responsible for all financial and cost analysis of the incident and for supervising members of the Finance Section.

- a. Develop an operating plan for Finance Section functions at the incident.
- b. Provide input in all planning sessions on financial and cost analysis matters.

- j. Coordinate with Compensation/Claims Unit on procedures for handling claims.
- k. Complete final processing and send documents for payment.
- l. Coordinate cost data in contracts with Cost Unit Leader.

5. **COMPENSATION/CLAIMS UNIT LEADER:** The Compensation/Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialists and Claims Specialists assigned to the incident.

- a. Determine the need for Compensation for Injury and Claims Specialists and other personnel.
- b. Establish Compensation for Injury work area with Medical unit whenever possible.
- c. Obtain a copy of the IAP and the Incident Medical Plan.
- d. Evaluate the need to advertise claims procedures, the need for 1-800 public information services, and the need for public claims processing centers.
- e. Coordinate with Procurement Unit on procedures for handling claims.
- f. Periodically review all logs and forms produced by Compensation/Claims Specialists to ensure:
 - Work is complete;
 - Entries are accurate and timely;
 - Work is in compliance with Agency requirements and policies.
- g. Coordinate claims information with NRDA liaison representative.
- h. Ensure that all Compensation for Injury and Claims Logs and Forms are up to date and routed to the proper agency for post incident processing prior to demobilization.

6. **COST UNIT LEADER:** The Cost Unit Leader is responsible for collecting all cost documentation, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.

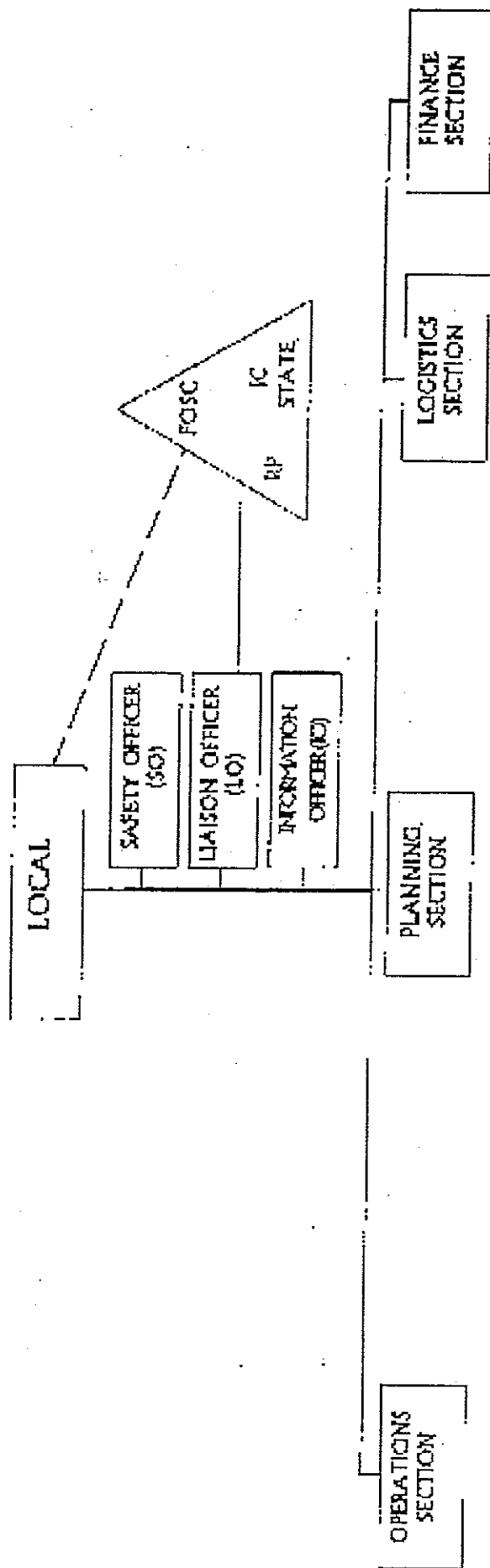
- a. Coordinate with agency headquarters on cost reporting procedures.
- b. Obtain and record all daily cost documentation.
- c. Prepare daily incident cost summaries.
- d. Prepare resource-use cost estimates for Planning.
- e. Prepare incident cost estimates and projections.
- f. Make recommendations for cost savings to Finance Section Chief.
- g. Maintain cumulative incident cost records.
- h. Ensure that all cost documentation records are accurately prepared, processed, and maintained.)
- i. Complete all cost documentation prior to demobilization.

TAB G MULTI-AGENCY COORDINATION GROUP (MACV)

Local government will fill key roles where appropriate within the Incident Command System, in both the Command Staff (Public Information, Liaison, and Safety) and the General Staff (Operations, Planning, Logistics and Finance).

The attached charts show the roles of local government in incident specific situations as it relates to the actual Unified Command block. As these charts make clear, only in the case of an incident involving ONLY an oil spill response and/or cleanup, will local government be an ongoing full participant in the Unified Command block. Under all circumstances, including oil spill response and/or cleanup, local government will be integrated pursuant to a MOU which is consistent with the Area Contingency Plan and Local Contingency Plan.

Unified Command Structure / Incident Command System for Health and Safety Response Issues (e.g., fire, HAZMAT, vapor clouds, and/or evacuation)

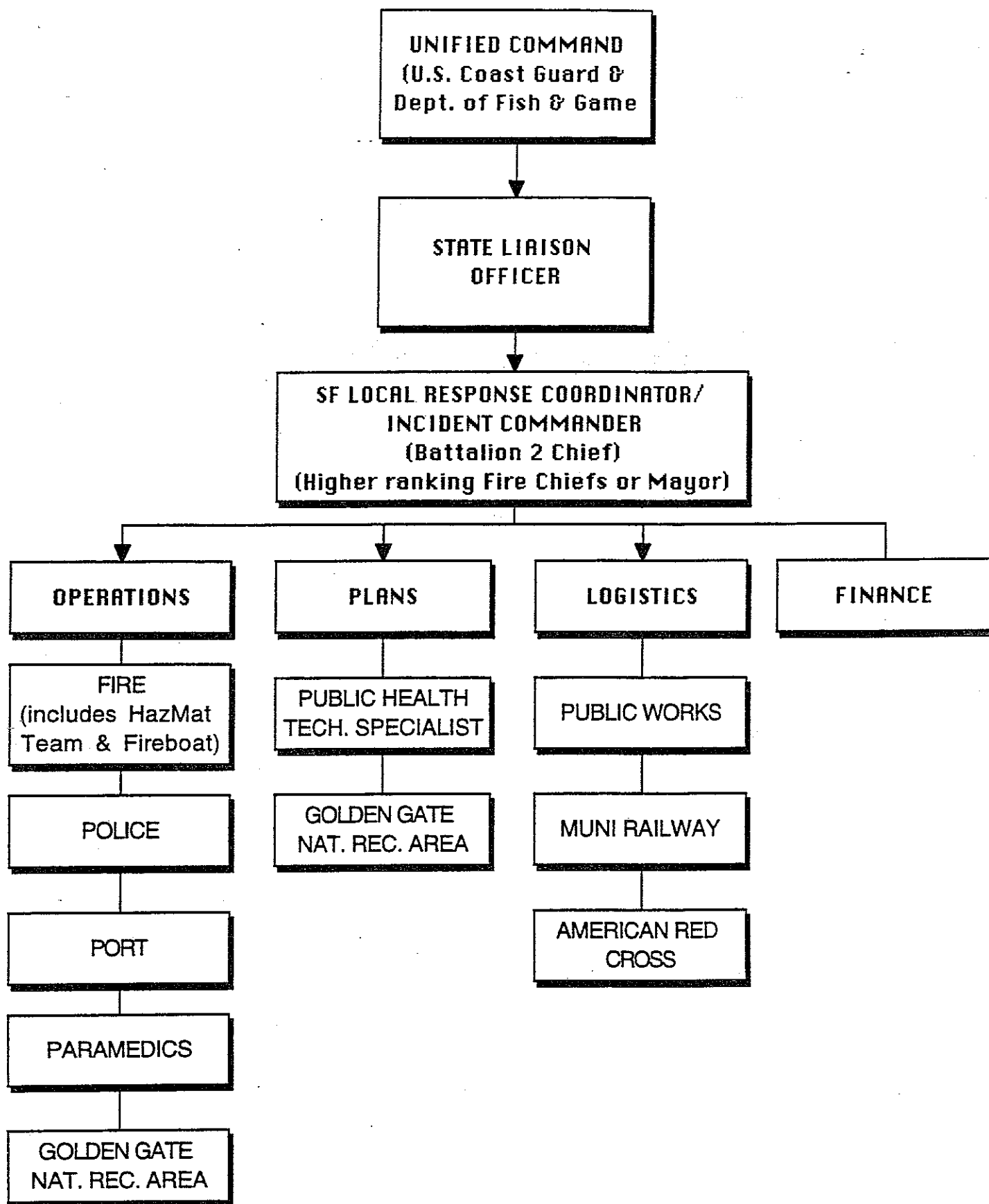


The State IC moves up to the local command role when the response exceeds the local capability (e.g., Cantara Spill).

5. San Francisco Incident Command System

For oil spills that may impact San Francisco areas, San Francisco response agencies will set up an incident command system. The Local Response Coordinator will serve as the Incident Commander for San Francisco response agencies. It will be up to the Local Response Coordinator to determine if other incident command sections (Operations, Planning, Logistics, and Finance) should be set up. For major incidents the command post for City operations may be set up at the City Emergency Operations Center located at 1011 Turk St. For major spills higher ranking Fire Department chief officers or the Mayor may take over the role of Local Response Coordinator.

Possible structure for San Francisco Agencies for incident command is designated in the figure "SF Agency ICS Structure".



TAB E: LOCAL ICS INITIATION PROVISIONS

The following provisions are when the local ICS should be notified and integrated into the State ICS:

Amount of Spill: 250 gallons

Location: Locations which may impact the areas designated as the boundaries covered by this plan.

Affected Potential Local Resources: Any of the environmentally sensitive or economically significant areas identified in Annex, Appendix V, Sensitive Areas.

SAN FRANCISCO CRISIS ACTION TEAM

When significant spills are reported, the San Francisco Office of Emergency Services may initiate a Crisis Action Team (independent from the Unified Command). The Team will be composed of the Local Response Coordinator, a Disaster Coordinator from the Office of Emergency Services, the Port Deputy Director for Homeland Security, the Public Health Technical Specialist, and any other appropriate city staff member. The Crisis Action Team will determine the extent of the spill and potential impacted areas. The Crisis Action Team will help determine the appropriate City response. The Team may also be initiated if a potential spill occurs (i.e. a sinking tanker which is about to spill its load).

TAB F: EMERGENCY PERSONNEL PRE-PLANNING AND COORDINATION PROVISIONS

In regards to coordination of local emergency response personnel, many of the local response agencies identified in the Appendix II of this annex have a great deal of experience working together while responding to other emergency situations. The Police Department, Fire Department, and Paramedic Division commonly work together in handling fires, automobile accidents, and medical emergencies. The Fire Department Hazmat Team and Department of Public Health Technical Specialists have experience in responding to hazardous materials incidents. The Department of Public Works has experience through the Loma Prieta Earthquake in handling emergency situations. The American Red Cross has worked with the Fire Department on numerous occasions on providing shelters for fire and hazardous materials incident victims. The District Attorney's Office works closely with the Police Department and has been involved with other hazardous materials incidents.

The Office of Emergency Services (SFOES) has coordinated tabletop, functional, and field exercises involving almost all the local response agencies listed in appendix II. Through these exercises the Citywide ICS System has been tested. SFOES will continue to facilitate exercises and develop disaster planning for the City.

A memorandum of understanding has been developed between the City and the State to address local response roles in oil spills.